FIGURE 31. HANDLING OF PARTS

Reference: FAR Sections 145.35, 145.35(a)(3), 145.35(d) 145.35(a)(4) and 145.35(e). This section should explain compliance with the rule. Processing of parts, identification, tag, segregation, protection from damage and/or contamination, parts finishing, preservation, stock control and shelf-life.

### (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V
Page No: 13
Title: Inspection System Issue Date: 7/1/78

### HANDLING OF PARTS

All items or components undergoing maintenance, repairs and/or alterations in the repair station shall have the component parts segregated and in containers in order to assure that all parts of the same unit(s) are kept together. Suitable trays, racks, stands and protective coverings (as required) are to be provided in shop areas to ensure maximum protection of all parts. Rejected parts will be identified by the use of a red reject tag and final disposition will be the responsibility of the Supervisor - Quality Control.

### TAGGING AND IDENTIFICATION OF PARTS

The following is our four (4) tag system:

- White tag Used for identification of unit and customer only. To be completed by shop supervisor or a designated employee.
- Green tag Will be attached to units or parts requiring repairs or test and will include work to be performed. To be executed and signed by inspector only.
- Yellow tag To be attached to completed units which have received final inspection and are approved for return to service. The maintenance release is printed or stamped on the reverse side of this tag. (See Maintenance Release Statement , Section V, Page 21). This release will be signed by a designated person only.
- Red tag Will be attached to rejected parts, pending final disposition. If rejected parts are in large quantities, they can be placed in a special container marked "rejected parts." This tag to be completed by an inspector.

APPROVED: 9.m. Book General Manager

#### HANDLING OF PARTS (CONTINUED) FIGURE 31.

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 14 Title: Inspection System Issue Date: 7/1/78

### HANDLING OF PARTS (COONTINUED)

All tags contain the following information:

Manufacturer - model - part number - serial number - name of part owner.

The yellow tag will remain attached to the parts returned to the customer.

The red, white and green tags will be made a part of the work order file. If the rejected part is returned to the customer, the red tag will remain attached and a record will be made on the work order showing the part was returned to the customer.

### PART FINISHING

Painting and spraying is accomplished in an area segregated from the assembly areas.

### PRESERVATION OF PARTS

Components are preserved in accordance with manufacturer's recommendations or other acceptable industry standards. To afford protection against humidity, extreme temperatures, dust, rough handling or other damage, the component will be preserved by wrapping in suitable containers, plastic bags, and/or rigid boxes containing suitable shock absorption material.

Storage of "Repair Station" preserved components will be accomplished by storing in a separate "Repair Station" location maintained by the "Stores" department. The location should provide maximum protection from physical damage. (Expand as necessary the preservation and storage requirements to suit the products worked on under the repair station ratings.)

### SHELF LIFE

For those items having a specific shelf life, Repair Station Form 2468 is completed by the receiving inspector during the first ten (10) calendar days of each month.

Components or parts that have exceeded allowable shelf life limits will be red tagged (Condemned) and will be forwarded to the Supervisor, Quality Control for final disposition.

APPROVED: J. M. Boso

### FIGURE 31. HANDLING OF PARTS (CONTINUED)

# (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 15

Title: Inspection System Issue Date: 7/1/78

#### INCOMING MATERIAL

All incoming material shall be inspected for quantity, quality, conformity to dimensions or specifications and state of preservation. At this time the cure date of material having shelf life shall be noted, and the older stock shall be used first provided it is not beyond manufacturer's specifications.

### HARDWARE, AND EQUIPMENT STORAGE

The Stockroom Manager is responsible to the General Manager for the operation of the stockroom and is responsible for controling, segregating and maintaining all stock and tools as to a serviceable or unserviceable category approved by the Chief Inspector.

In addition the Stockroom manager is required to:

Properly store, segregate and protect materials, parts and supplies.

Provide suitable storage facilities for storing standard parts, spare parts and assure that raw materials are separated from shop and working space.

Provide for the preservation of all articles or parts, while in inventory, that are subject to deterioration and shelf-life specifications.

Only acceptable parts and supplies will be issued for any job. Acceptable industry practices shall be followed for the proper protection and storage of materials. (The standards for use by the repair station should be detailed here.)

APPROVED: 9. W. Bus General Manager FIGURE 32. RECORD OF TEST AND/OR CALIBRATION. This section should include in-house tests applicable to the repair station ratings and those contracted to outside agencies. It should include a requirement for the signature of the mechanic and/or inspector as appropriate. The record should identify the article by serial number or company assigned number.

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 16

Title: Inspection System Issue Date: 7/1/78

### RECORD OF SPECIALIZED INSPECTION, TEST AND/OR CALIBRATION

Specific notations, attesting accomplishment, will be made on either Form 468 and/or appropriate printed work forms for recording specialized inspection, testing and/or calibration of a component or aircraft. (See Section VI of this manual.)

#### RECORD OF INSPECTIONS

Where a record of the inspection by dimensions, tests or calibration is required by the manufacturer's technical data such record shall be made on an appropriate form properly identified with the Work Order; it must also be dated and signed by the mechanic performing the inspection, tests or calibration and/or the inspector as appropriate.

#### RECORD OF TESTS AND CALIBRATION OF PRECISION EQUIPMENT

A system is maintained on all precision test equipment that will properly identify each piece of equipment. A file system is maintained to properly identify the equipment and record the date and person testing or calibrating each individual piece of precision equipment. (Give details of system here, or state where it can be obtained.)

### WORK BY OUTSIDE CONTRACTORS

When test and/or calibrations are performed by the following outside contractors they will be required to provide the records as outlined above. (List here the outside agencies and the work for which they are contracted to do for the repair station.)

APPROVED: S. M. Boo. General Manager

FIGURE 33. RECORD OF PRECISION TEST EQUIPMENT CALIBRATION.

Reference: FAR Sections 145.47(b) and 145.57(b). Identify the person (by title) responsible for the calibration and the test records. The records should include the manufacturer, model and serial or company assigned number, date of check, the method used to calibrate and the frequency, the person or company who performs checks, and the results and/or corrections made, when the next inspection is due, and requirements to tag equipment as appropriate.

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 17

Title: Inspection System Issue Date: 7/1/78

### CONTROL OF PRECISION TOOLS AND TEST EQUIPMENT

Precision tools, gauges, scales, pressure gauges, ammeters, ohmmeters, voltometers, radio, electronic, X-ray, eddy current and ultrasonic test equipment used in the repair station operations are subject to periodic checks and calibration in accordance with appropriate repair station procedures. (List equipment here and outline procedures as appropriate.)

All repair station personnel, before using test equipment, are responsible to check that the testing unit has a current calibration label attached. Any piece of test equipment found in the repair station without a current calibration label attached shall be given to the inspection department for recalibration.

### TEST EQUIPMENT CALIBRATION REQUIREMENTS

Test equipment shall be calibrated at periodic intervals established on the basis of stability, purpose and degree of usage. One year shall be the maximum calibration interval. (List calibration periods on equipment list.)

Each piece of test equipment will be labeled. The label will identify the unit by manufacturer, model and serial number. The attached label must indicate the last calibration date and next calibration due date.

During the first week of each month the chief inspector will review the test equipment calibration history card file and give cards for test equipment requiring calibration to the maintenance manager and each shop foreman as appropriate. It will be the responsibility of those persons to issue work orders to repair station shops or outside contractors as necessary for the calibration of the units and attachment of updated calibration labels. After calibration, the test unit will be checked for proper labeling and the equipment calibration history card will be updated and returned to the inspection department active file.

APPROVED: **9. m. Boco**General Manager

## FIGURE 33. RECORD OF PRECISION TEST EQUIPMENT CALIBRATION (CONTINUED)

### (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V
Page No: 18
Title: Inspection System Issue Date: 7/1/78

### TEST EQUIPMENT CALIBRATION REQUIREMENTS (CONTINUED)

At no time will any person be permitted to perform work on aircraft or components using test equipment which is out of calibration. The cest equipment labels will be checked by supervisors at random to assure that equipment in use is in calibration. If at any time a piece of test equipment inadvertently exceeds its calibration due date, it will immediately be removed from service until a calibration check has been performed.

Standards used to calibrate test equipment must be traceable to U.S. Bureau of Standards or an approved foreign country's standards by certificate from the testing facility. Frequency for calibration standards may vary for different units but must never exceed a 12-month interval.

APPROVED: 9. m.

FIGURE 34. FINAL INSPECTION AND RELEASE TO SERVICE

Reference: FAR Sections 43.9 and 145.59(a). This should explain compliance with the rules, who performs the inspection (by title), how it is recorded, and require a check of maintenance work package for completion.

# (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 19

Title: Inspection System Issue Date: 7/1/78

### FINAL INSPECTION AND RELEASE TO SERVICE

Prior to approval for return to service, irrespective of the method to be used to indicate such approval, the Chief Inspector will audit the records "package" as identified by the work order, to determine that all work has been inspected as required for compliance with this inspection system and FAR Section 145.59(a). He will indicate affirmative findings approving the form per Section VI of this manual.

When approval has been given to the above audit, either the Chief Inspector or the individual authorized in the official roster and individual autmary of employment, will approve the article for return to service.

This approval will be accomplished as appropriate to the work done, the article involved, the records available with the article, and the instructions of the customer. Care will be exercised to comply with FAR Part 43 in every case.

Whenever the aircraft records (log) are available, record of work accomplished is expected to be made therein. This does not waive any FAR Part 145 records requirements. Neither will FAR Part 43 or FAR Part 91 be considered waived by FAR Part 145 records requirements.

Articles such as appliances, accessories, and individual parts or components will not have an individual record to which an entry may be added. However, the installation of these items on an aircraft constitutes an aircraft maintenance or alteration, and records must be made accordingly.

Routinely, major repair approvals will be handled in accordance with Section 43.9 and paragraph (b) of FAR Part 43, Appendix B. A maintenance release is completed as a part of the work order form at the time of approval for return to service. A separate maintenance release card will be completed and shipped on an article that is shipped to a customer. At the request of the customer (to be indicated on the work order when originated), FAA Form 337 will be completed instead of the maintenance release approval for return to service in accordance with the procedure in paragraph (a) of FAR Part 43, Appendix B.

In all cases where major alteration is involved, FAA Form 337 will be completed per FAR Part 43.9 and FAR Part 43, Appendix B.

APPROVED: Q. Ma Secondario General Manager

### FIGURE 34. FINAL INSPECTION AND RELEASE TO SERVICE (CONTINUED)

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 20

Title: Inspection System Issue Date: 7/1/78

### FINAL INSPECTION AND RELEASE TO SERVICE (CONTINUED)

The authorized supervisor in whose area the repair or alteration is accomplished will be responsible for establishing that the repair or alteration was made in accordance with the requirements of FAR Part 43 and will sign the conformity statement (Item 6) on FAA Form 337.

Authorized personnel responsible for the approval for return to service of aircraft will indicate such approval by signing the approval for return to service (Item 7) on FAA Form 337. Appropriate entries will be made in the aircraft record pertinent to the repairs and alterations accomplished by the repair station. Specific reference will be made by calendar date to the applicable FAA Form 337. The original FAA Form 337 will be inserted in the aircraft record with a copy forwarded to the local FAA-district office and one copy retained with the copy of the aircraft work order.

It is the responsibility of the person authorizing return to service to assure that the aircraft flight manual is properly revised following any alteration or modification to the aircraft and that the weight and balance record has been amended as necessary.

Aircraft components, appliances, and other items, other than completed aircraft repaired or overhauled as authorized by the repair station specifications, will be returned to service through the use of a maintenance release preprinted on the serviceable parts tag described in this section of this manual. The authorized supervisor under whose jurisdiction the work is accomplished will be responsible for the release of units in the category.

No aircraft or unit may be released for return to service until the work order and other records have been reviewed for completeness and final acceptance cleared by inspection. Particular attention shall be accorded the status of applicable airworthiness directives.

APPROVED: O. M. Bus

### FIGURE 35. SAMPLE OF MAINTENANCE RELEASE

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 21

Title: Inspection System Issue Date: 7/1/78

### MAINTENANCE RELEASE STATEMENT

A maintenance release statement stamp and/or preprinted tag, prepared in accordance with FAR Part 43, Appendix B, will be used to release to service major repairs which have been accomplished by this station in accordance with FAR Part 43. Other records required by FAR Part 43.9 will be executed, as required, regardless of whether an FAA Form 337 or maintenance release has been used to return the article to service. In any event, the station will indicate on their copy of the work order whether or not a maintenance release was used, including the signature of the authorized representative.

"Example"

### MAINTENANCE RELEASE (title)

The (use only applicable rating or ratings) aircraft, airframe, aircraft engine, propeller or appliance identified above was repaired and inspected in accordance with current maintenance rules of the Federal Aviation Regulations and is approved for return to service.

"Pertinent details of the repair are on file at this repair station under Work Order No Date	
Signed	
(Signature of authorized representative)	
for	
(Repair station name & certificate number)	
(Address)	

NOTE 1: Inspection stamp/symbol will  $\underline{\text{not}}$  be used on the maintenance release.

APPROVED: 9 M. Boso
General Manager

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FIGURE 35A. SAMPLE OF MAINTENANCE RELEASE FOR AIR CARRIER WORK

Reference: FAR Section 43.13(c)(d), FAR Section 145.2, Subpart L of

FAR Part 121, Subpart G of FAR Part 125, Subpart I of FAR Part 127, and

Subpart J of FAR Part 135.

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V
Page No: 21A

Title: Inspection System Issue Date: 7/1/78

#### MAINTENANCE RELEASE STATEMENT

A maintenance release statement stamp and/or preprinted tag, prepared in accordance with FAR Part 43, Appendix B, will be used to release to service major repairs which have been accomplished by this station in accordance with FAR Part 43. Other records required by FAR Part 43.9 will be executed, as required, regardless of whether an FAA Form 337 or maintenance release has been used to return the article to service. In any event, the station will indicate on their copy of the work order whether or not a maintenance release was used, including the signature of the authorized representative.

"Example"

### MAINTENANCE RELEASE (title)

The (use only applicable rating or ratings) aircraft, airframe, aircraft engine, propeller or appliance identified above was repaired and inspected in accordance with current instructions contained in (name operator and manual or program), the maintenance rules of the Federal Aviation Regulations under which the operator is certificated and is approved for return to service as per those requirements.

	"Pertinent details of the repair are on file at this repair station under Work Order No Date "
	Signed (Signature of authorized representative)
	for(Repair station name & certificate number)
	(Address)
NOTE 1:	Inspection stamp/symbol will not be used on the maintenance

APPROVED: 9. M. Bear General Manager

release.

50-1 (50-2)

FIGURE 36. MALFUNCTION OR DEFECT AND MECHANICAL RELIABILITY REPORT

Reference: FAR Section 145.63(a) and (b). This section should explain in detail how compliance with rules and reporting requirements are to be met, and prescribe the responsibility (by title) of person(s) who prepare and submit reports.

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V
Page No: 22
Title: Inspection System
Issue Date: 7/1/78

## MALFUNCTION OR DEFFCT REPORT

This repair station will report to the FAA within 72 hours after it discovers any serious defect in, or other recurring unairworthy condition of, an aircraft, powerplant, or propeller, or any component of any of them. The report will be made on an FAA Form 8010-4, Malfunction or Defect Report, describing the defect or malfunction completely without withholding any pertinent information. (See Forms Section VI for copy of form.)

In any case, where the filing of a report under the preceding paragraph might prejudice the repair station, it will be referred to the Administrator for a determination as to wether it must be reported. If the defect or malfunction could result in an imminent hazard to flight, the repair station will use the most expeditious method it can to inform the Administrator.

### MECHANICAL RELIABILITY REPORTS

When work is being accomplished for an air carrier and a defect as described under the Malfunction or Defect Report is found, the air carrier will be notified in order that a Mechanical Reliability Report may be issued by the air carrier.

### RESPONSIBILITY FOR SUBMITTING REPORTS

The General Manager and Chief Inspector are responsible for preparing and submitting a Malfunction or Defect Report to the FAA General Aviation District Office. (Show location of office.)

APPROVED: 9. m. Book
General Manager

### FIGURE 37. SUBCONTRACTED MAINTENANCE PROCEDURES

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 23

Title: Inspection System Issue Date: 7/1/78

#### SUBCONTRACTED MAINTENANCE

Any work performed by another agency for this repair station will be inspected by the Chief Inspector or an inspector delegated for such inspection. This inspection will be to verify that the work was performed in an airworthy manner, that parts and materials used were of such a quality to be airworthy, and that the paperwork received with the material verifies the authenticity of the part and work performed. At no time shall the stockroom manager release any parts made by, or parts having had work performed on them by a subcontractor until the Chief Inspector or an inspector delegated has approved the materials as being airworthy.

All subcontracted work shall be kept separate from regular stock until this inspection has been performed and the material accepted for use.

If for any reason subcontracted material is rejected as being unairworthy, it will immediately be identified as unairworthy and the proper disposition made, such as scrap or return to vendor.

#### LIST OF SUBCONTRACTED MAINTENANCE

- 1. Metal plating or anodizing.
- Complex machine operations involving the use of planers, shapers, milling machines, etc.
- 3. Abrasive air blasting and chemical cleaning operations.
- 4. Heat treament.
- 5. Magnetic inspection.
- 6. Fabricate wood spars.
- 7. Overhaul and repair hydraulic-pneumatic shock absorber units.
- 8. Overhaul and repair hydraulic system components.
- 9. Fluorescent inspecton of alloy parts.
- 10. Recovering and refinishing of components and entire aircraft.

APPROVED: <u>J. W. Bro</u> General Manager FIGURE 38. PERFORMANCE OF MAINTENANCE, PREVENTIVE MAINTENANCE, ALTERATIONS AND REQUIRED INSPECTION UNDER THE CONTINUOUS AIRWORTHINESS REQUIREMENTS OF FAR PARTS 121, 125, 127, AND 135

NOTE: This section should show how the rule is to be complied with, that the work is to be accomplished in accordance with the operator's manual and a current copy of the manual is available.

# (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 24

Title: Inspection System Issue Date: 7/1/78

PERFORMANCE OF MAINTENANCE, PREVENTIVE MAINTENANCE, ALTERATIONS AND REQUIRED INSPECTION UNDER THE CONTINUOUS AIRWORTHINESS REQUIREMENTS OF FAR PARTS 121, 125, 127, AND 135.

This repair station will perform this work in accordance with the operator's manual. The repair station will have a current copy of the applicable section of each operator's manual which contracts with the repair station for the performance of that operator's maintenance. The chief inspector will be responsible for keeping each operator's manual revised and determining that the operator's manual is current before a work order is issued.

## REQUIRED INSPECTION ITEMS (RII)

Any maintenance operations which, if improperly performed, could be critical to the safe flight of an aircraft will be given a required inspection. A qualified inspector, familiar with all inspection methods, techniques, and equipment will be assigned to determine the quality of airworthiness of the article involved. When work is performed for an operator un er the continuous airworthiness requirements of FAR Parts 121, 125, 127, and 135, the RII items specifiedby the operator will be maintained as RII items.

APPROVED: 3. m. Bres
General Manager

2/13/81

AC 145-3 Appendix 1

- FIGURE 39. PERFORMANCE OF WORK AT A LOCATION OTHER THAN THE REPAIR STATION.

  Reference: FAR Section 145.51(d). In accordance with FAR Section 145.51(d), a repair station may maintain or alter any article for which it is rated at a place other than the repair station providing certain preparations are made and certain conditions are met as required by FAR Section 145.51(d)(1) and (2). Performance standards are required to remain acceptable at such places of work. FAR Section 145.51(d)(3) requires the inspection procedures manual to contain the approved procedures governing the work to be performed at a place other than the repair station. This is a frequently overlooked manual requirement. In order for a procedure to be valid for approval it should:
- 1. Be described in terms understandable to those persons who are governed by it in the performance of the work.
- 2. Be monitored regularly so as to ensure it covers the nature of the work that may be needed outside the repair station. This is necessary as it is difficult to predict the nature of work to be done outside the station.
- 3. Be tailored for the particular station, the nature of work and the frequency expected. The following are items recommended for consideration:
- a. Who will authorize the work, organize the project, direct it, and who will perform the work?
- b. What type of work tasks will be required (supply, repairs, inspections, communications)?
- c. Where some of the work is to be done. It may be advantageous to perform support work on components or parts at the base repair station as a standard procedure.
- d. How will the work projects be monitored and reviewed to assure procedures are adequate and that records identify the projects for accountability?
- e. Occasional explanations within the system description of why certain requirements, controls or reports are necessary will help employees to understand and accept the system.
- 4. The privilege to perform work at a location other than the repair station is to be done on a temporary basis. If a permanent station is established at the location, it will be necessary for the repair station to make application for a satellite to the main repair station, or make an original application for a repair station at the location.

# FIGURE 39. PERFORMANCE OF WORK AT A LOCATION OTHER THAN THE REPAIR STATION (CONTINUED)

## (NAME OF COMPANY) REPAIR STATION - INSPECTION PROCEDURES MANUAL

Section: V Page No: 25

Title: Inspection System Issue Date: 7/1/78

#### PERFORMANCE OF MAINTENANCE AT A LOCATION OTHER THAN THE REPAIR STATION

(Name of Company) will provide maintenance service for its customers on an emergency on-call basis at a place away from the repair station. (Name of Company) can only provide this service for work for which the repair station is rated. Only the general manager or the chief inspector are authorized to initiate a work order for such work.

The maintenance manager will be responsible for assigning the personnel necessary to perform the work and appoint a person to be in charge of the work force. The chief inspector will assign the inspector(s) responsible to inspect the work and assure that all required forms and work are completed as necessary. The chief inspector will assign one inspector with the responsibility for returning the article to service.

The maintenance manager will ensure that the article to undergo maintenance and the work force will be in an area safe for the work to be performed and that they will be protected from the elements. The maintenance manager will be responsible for providing all the necessary manpower, work forms, technical data, tools, and equipment necessary for the accomplishment of the maintenance. The maintenance manager will establish a system of communications between the field force and the repair station.

The stockroom manager will be responsible for assigning a stockperson who will provide parts and supply support between the repair station and the field force. All articles removed by the field force from a product undergoing maintenance at a location away from the repair station will be routed through the stockroom parts receiving department. The article(s) will be inspected in accordance with the repair station inspection procedures and either routed to the repair station shops or to contract repair agencies as appropriate.

All personnel assigned to accomplish work away from the repair station shall accomplish the specific function of work in the same manner as when performed at the repair station and in accordance with FAR Sections 145.57 through 145.61.

APPROVED: 9. M. Boso
General Manager

## FIGURE 40. SECTION VI - FORMS SAMPLE COVER PAGE.

Reference: FAR Section 145.45(f). This section is required to contain samples of each of the forms used by the repair station in the performance of maintenance and the method of executing them. The instruction for executing a form may be contained on the form if it is found practical. However, if it is necessary to change any of the procedures for handling \* the form it would require a reprint of the form. Unless a form is judged stable, it may be more economical to provide separate instructions on a manual page. It would then be a simple task to revise the manual page to show the change.

- 1. When planning a form system, important functions to be considered are the control of operational procedures and recordation of all work performed on each article processed.
- 2. The number and content of the forms would be influenced by the size of the repair station, the complexity and variety of the articles for which the repair station is rated, and the needs of its customers.
- 3. Some factors to consider during the development of instructions for completing a form are:
- a. How the form is to be introduced, (at what point in the maintenance process) and when it is to be completed.
- b. The person or section responsible to start the form, who will contribute to its completion, and who will finish it.
- c. How the form will be executed (what kind of information, in what form, etc.).
  - d. The purpose of the form, and how it fits into the system.
- e. How the form will travel and what its final destination in the records system will be.
- f. A system to locate and check the progress of products enroute thru the repair station.
- 4. Detailed inspection forms and checklists which may be used in the performance of annual or other approved inspection programs, or engine overhaul inspection sheets, need not be included in this manual. These forms should be referenced in the forms section by form number, revision date and title. The manual should contain instructions for use and a copy of the detailed forms should be available for inspection upon request of the FAA and other authorized persons.

### FIGURE 40. SECTION VI - FORMS SAMPLE COVER PAGE (CONTINUED)

- 5. It is possible at times to develop forms that can be used for mulitiple operations or work. The form should have adequate space and appropriate instructions, including specific assignment of responsibility, to assure that it can be properly identified with the operation for which it was used and for recordation of work performance.
- 6. Forms used to record an inspection should be executed by indicating the inspection was completed, or that inspection was not required. Pesults of the inspection should be entered on the form or, if applicable, indicate that no discrepancies were noted.

NOTE: No examples of forms are offered since forms must be developed in accordance with the need of each repair station.

(NAME OF COMPANY)

REPAIR STATION - INSPECTION PROCEDURES MANUAL

SECTION VI

FORMS